| REMIND, RECORD, REPORT

The Remind, Record, Report (RRR) maintains law and order within the Empire, and begins when one sees a comrade breaking a Vaktovian law, rule, or regulation. It is your duty to follow through with this system if a comrade goes rogue. The RRR System is broken down as:

■ SECTION I | REMIND

If one of your comrades breaks one of Vaktovia's laws, you are to immediately remind them of which law they have broken. This is a reminder; however, if they do not heed to it and continue to break the law, begin collecting evidence and move onto Record.

■ SECTION II | RECORD

If a person in question has broken the law repeatedly after being reminded, you must take it upon yourself to begin collecting evidence. Ensure that your reminders are part of this. Evidence is not exclusively limited to video, the four options for recording incidents are: video recordings, screenshots, audio, or three witnesses.

■ SECTION III | REPORT

After the evidence is collected, the next stage is to report the lawbreaker with evidence to the appropriate person who can handle the situation. This is dependent on the lawbreaker's rank within VAC/VAK.

■ SECTION IV | REPORTING DIFFERENT PEOPLE TO DIFFERENT AUTHORITIES

When you do have to report a cadet or member of the Empire, you address the following people for the specific ranks:

- VAC L1 → L1 Head Trainer
- VAC L2 → L2 Head Trainer
- VAC L3 → L3 Head Trainer
- Legionary and Centurion → Head of Justice Department/Other Legate
- Legate Colonel → Legate General
- Legate General → Legate Supreme General
- Legate Supreme General → The Emperor

| DE-FACTO LAWS

Within our Empire there are not just written laws, but De-Facto Laws. These laws are not found within the Codex. They are common sense, things which are expected and should not have to be told not to do.

- Always wearing the correct uniform to events according to rank.
- Never killing a comrade without a reason.
- Do not break the terms and conditions of ROBLOX.
- Crouching on a dead body is not permitted.
- Following all valid orders given by someone with the authority to give an order.

| COMPOSURE, OBEDIENCE, ACCORD

There is a certain way that Vaktovians are expected to act, and Cadets should adopt this mentality as well if they wish to progress within the Empire. This mentality is best summarized as:

■ SECTION I | COMPOSURE

Knowing the right time and place for when and how to act.

■ SECTION II | OBEDIENCE

Following a valid order from a superior without hesitation.

■ SECTION III | ACCORD

The importance of respecting your comrades and getting along.

| ON-DUTY SPECIFICATIONS

1 - When present on duty, you are expected to follow ALL the rules and regulations at ALL times. There are no exceptions.

2 - Nobody is above the law. If you see somebody breaking one of Vaktovia's laws, rules, or regulations, you are to enact the Remind, Record, Report system (found in the Rules and Regulations section of the Index). The only person exempt of this rule is The Emperor.

3 - Your uniform and headgear must be perfect. Attire conduct is found in the next section

| ON-DUTY OR OFF-DUTY

1 - If you are in any official Vaktovian uniform, you are on duty.

2 - If you are at any Vaktovian-related facility or base, you are on duty.

3 - With regards to Discord and other instant messaging services, if you are speaking to an Officer/Vaktovian in which you do not have an established relationship with the individual and they state the chat is on duty or Vaktovian matters are being discussed, then you are to treat it as on duty. If there is an established relationship between the individuals, reports will be handled on a case by case basis by VAC Staff or the Justice Department. This enables the ability to joke around with friends or have general discussion about a DT for example, but more professional matters should follow the Vaktovian Codex.

4 - In terms of Vaktovian events, the extent of how you act at an official Vaktovian event is obviously dictated by the organizer; however, if the event is in relation to points 1 and 2, then you are on duty.

5 - Community Discords: As a Vaktovian, regardless whether VAK is your primary or not, you are always representing the Empire and should do so in a suitable manner. Incessantly starting drama or causing problems will not be tolerated, particularly within community discords.

6 - With a direct hand placed upon this ruling by the Emperor, any form of racism, homophobia, or sexism is strictly prohibited. Individuals caught violating this policy will be prosecuted to a severe degree, whether it be off or on-duty.

| ATTIRE CONDUCT

■ SECTION I | UNIFORM ETIQUETTE

1 - When you are at a Vaktovian facility, or a Vaktovian related event, you must wear your correct uniform, unless the event itself warrants otherwise.

2 - No matter where you may be- when you are in your Vaktovian uniform you are on duty.

3 - You may never alter the uniform, or wear unapproved T-Shirts over it.

4 - Unauthorized uploading of Vaktovian assets/valor (divisional uniforms, awards, etc) that you have not rightfully earned will result in permanent removal from the Empire. If you were not formerly recognized by the appropriate entities to adorn their items, then do not wear or upload them as your own.

■ SECTION II | REGULATIONS

1 - All Packages are banned from being used on-duty, no exceptions.

2 - Any hat combinations that do not fit our theme, color-scheme, or are otherwise regarded as unsuitable are not permitted. Our Hat Verification Checker can be found here. The following accessory-types are not permitted to be worn:

- shoulder accessories are not acceptable;
- back accessories are not acceptable;
- waist accessories are not acceptable.

3 - All hair is banned other than;

- "**Midnight Flash Anime hair**" for males;
- "**Black messy bun**" for females.

4 -Skin tones for cadets of the Army Corps must be Dark Stone Grey. For Vaktovians it is acceptable to wear one of the following skin tones;

- Grey
- Black

5 - You are not to wear faces that show happiness, or signs of immaturity. Faces that show an angry/evil/neutral emotion are permitted. If an Officer orders you to remove a face, you are to remove it and never wear that face again on-duty.

6 - If you are unsure if your hat(s) are suitable: ask an Officer, or use some common sense.

7 - If you are in doubt, remove it. If a fellow soldier believes your hat combination is unsuitable for Vaktovia, then ask an Officer before you continue wearing your combination.

8 - If an Officer deems your hat combination to be immature, you must trust in their judgement.

| GREETING POLICY

■ SECTION I | DURING AN ACTIVE TRAINING

1 - Do not greet Captain+ during an active training. This is considered to be when the host is within the process of teaching, or during on-going combat. Greetings are required while standing in formation, waiting for an event to begin. The only exception to this is the Supreme General, or Emperor.

■ SECTION II | GREETING THE HIGHEST RANK

2 - Greet the highest ranking Captain+ only. If a Colonel is present and a Major arrives, you do not greet the Major. If an individual of the same rank arrives, you must greet them additionally.

■ SECTION III | DO NOT INTERRUPT THE EMPEROR'S PRESENCE

3 - Nobody is to be greeted whilst the Emperor is present. This is self-explanatory, he is required to be present without interruption. All attention is on him.

| LEAVE OF ABSENCE

Whenever you are formally discharging from the Empire as an Army Corps Cadet, you do **not** have to inform your Head Trainer or VAC Management of your leave. For Vaktovians, to be recognized as a Retired Vaktovian, you must contact a Legate in which certain criteria is reviewed to determine such status on a case-by-case basis. More importantly, regardless of your rank or for whatever your reason is in leaving, doing so only to then join a blacklisted group within a week's time/to raid and defend against us will get you suspended. After a week has passed since your last date of active, you will no longer be bound to this policy.

Glory to Vaktovia.